

Create A Cache Transfer – All On Hand

This lesson teaches how to create a cache transfer when all the requested material is available.

Create Transfer Steps:

1. On the top menu bar click on **Issues/Transfers** to drop down the **Issues Menu**
2. Select **Create Cache Transfer** to open the Create Cache Transfer form
3. Populate the fields in the **Cache Transfer Entry** form from the cache transfer information in the document above:
 - a. Transfer #
 - a. Enter the **transfer number** and tab out of the field to populate the related fields
 - b. Enter the Shipping Acct Code (this information defaults from the incident account code and can be modified if applicable)
 - c. Click the **Create Order** button in the upper right. This brings up the Cache Transfer Details screen.
 - a. Service field: Select **shipping Service** from the drop down.
 - b. Go to the bottom and click **New** to enter line items
 - c. Repeat the following steps for each line item
 - i. Enter **the line number** in the first Request Number box (there may have been previous line numbers for this transfer)
 - ii. Enter the **Item ID** (or search for it) in the Item ID field and tab out of the Item ID field to populate the rest of the line fields connected to the Item
 - iii. Enter the Line QTY
 - d. Go to the top right and click **Save**.
 - e. Click **Confirm**
 - f. Click **Schedule and Release**.
 - g. Note the Transfer Number for future reference